

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Photographer

Class Code: 21062

A. Purpose:

Supervises photographers by completing performance appraisals and operates photographic equipment to photograph and process pictures or slides of people, events, items, charts, graphs, and specimens to illustrate news stories, articles, scientific processes, resource data; visually records history; and promotes a variety of activities through pictures.

B. Distinguishing Feature:

The Senior Photographer supervises the photographer classification by completing performance appraisals, assigning duties, and reviewing assignments; may supervise film technician or clerical support positions.

The Photographer is a working photographer.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
2. Manages a photographic section including records, reports, inventory, security, storage, billing, scheduling assignments, and requisitioning supplies and equipment determining both quality and quantity in order to maintain organization.
3. Photographs individuals, groups, events, and objects by arranging equipment such as lighting, screens, backdrops, and props to obtain desired effects.
4. Provides photo illustrations and documentation for scientific research reports or documents.
 - a. Obtains photographs of specimens or objects not visible under normal conditions.
 - b. Reproduces photos.
5. Processes photographs from the initial film development through the enlargement process to ensure quality processing and pictures.
6. Promotes events, organizations, colleges, departments and South Dakota.
 - a. Creates attractive, artistic and aesthetically correct photographs.
 - b. Uses a variety of photographic techniques.
7. Performs other work as assigned.

D. Reporting Relationships:

Typically supervises Photographers.

E. Challenges and Problems:

Challenges include prioritizing and delegating assignments, maintaining artistic quality in photographs shot in varying locations in all types of weather conditions, and conforming to a variety of standards for photographs as requested by clients based on publication guidelines or special requirements, all within limited time frames.

Typical problems include prioritizing assignments with short deadlines especially when a photograph must be taken under less than ideal conditions and creating a usable product consistently under limited budget parameters.

F. Decision-making Authority:

Decisions include prioritizing workload; quality control of photographs; technical decisions; film, paper, chemicals, special effects used; prices charged for services; and quality and quantity of supplies or equipment ordered.

Decisions referred include prices charged for special or unique requests and authorizing purchases and budgeting.

G. Contact with Others:

Daily contact with organizations, publication staff, and individuals requesting services.

H. Working Conditions:

Mixes chemicals and solutions, breathes irritating fumes in a darkroom and is required to lift and carry heavy lighting and camera equipment often to a variety of sites involving climbing ladders or shooting from the top of a building.

I. Knowledge, Skills and Abilities:

Knowledge of:

- effective methods of supervision,
- procedures, materials, and equipment used in photography and film processing.

Ability to:

- operate picture cameras and related equipment
- establish and maintain effective working relationships with employees, other agencies, and the public;
- supervise the work of photographers;
- communicate information clearly and concisely.

J. Qualifications for Appointment:

(Used for announcement purposes only.)

An equivalent combination of related education and experience will be used to qualify applicants. Graduation from high school or possession of a GED certificate and three years of photojournalism, commercial studio, or other professional photographic experience.